



FROM THE DIRECTOR  
U.S. CENSUS BUREAU

The Census Bureau is conducting the 2000 Boundary and Annexation Survey (BAS) to update the information about the legal boundaries and names of counties and the governmental status and types of municipalities within each county in the United States. This voluntary survey is your opportunity to ensure that we have the correct boundary and name for your government when we present the data from Census 2000.

It is important that you report only changes that take effect on or before January 1, 2000. Census 2000 will use the boundaries that are legally in effect on January 1, 2000.

To ensure that the Census Bureau has processed your response(s) correctly, we will send a new map to you after we enter that information into our data base. We will mail this map to the highest elected official of your government as part of our Boundary Validation Program. This will give your government a final opportunity to review the BAS information before we tabulate data from Census 2000.

We have enclosed a map(s) for your review. Please make any boundary changes on the map(s) using the red pencil provided; use the purple pencil provided to make all other types of map changes, such as new roads, revised address information, and so forth. We need to have your response within 15 days after you receive these materials.

A very important part of this survey is to obtain accurate information about the addresses located near the legal boundary of your government. We ask that you review and update the address information using the purple pencil. Incorrect address information can affect the Census 2000 data tabulations for your government. We request that you provide new address information with every boundary change you show on the maps and that you included this information in your initial response to the boundary portion of the survey. If your jurisdiction does not have any house-number/street-name addresses used for mail delivery, or if such addresses do not exist in the vicinity of your boundary, you may ignore this part of this request.

Additional information describing how to update the maps and fill out the BAS forms is shown in the "2000 BAS-Guide" insert. Please return at least one signed map and all completed form(s). We are enclosing a return envelope and postage-paid label for your convenience.

We estimate that most respondents will take from 1 to 4 hours to complete the survey with an average time being about 3 hours. This includes the time you will need to read the instructions, assemble materials, organize and review the information, update the map(s), and report the information on the BAS forms. We base our estimate on 80 percent of all areas having few or no changes. However, it is not uncommon for governments with many changes to take 20 hours or longer to complete the survey. If you have comments regarding these estimates or any other aspect of the survey, please send them to: Associate Director for Finance and Administration, Paperwork Reduction Project 0607-0151, Room 3104, Federal Building 3, Bureau of the Census, Washington, DC 20233-1500. This voluntary survey is authorized by Title 13, United States Code.

The BAS is very important to Census 2000. If you need any help with this request, please write or telephone our staff at the address or telephone number shown below. The Census Bureau is grateful to you for your help.

Sincerely,

A handwritten signature in black ink, appearing to read "Kenneth Prewitt". The signature is fluid and cursive, with the first name "Kenneth" written in a larger, more prominent script than the last name "Prewitt".

Kenneth Prewitt

Enclosures

For further information,  
please write or telephone



Bureau of the Census  
ATTN: Geography Branch  
1201 East 10th Street  
Jeffersonville, IN 47132-0001

TELEPHONE: 1-800-972-5651